

RPES REVIEW CHECKLIST

____ ARS-514 Cover Sheet/ARS-570 Indepth Reviewer Contact Sheet/ARS-332 PD form

Factor I - Research Assignment (official job description, gender-neutral terms)

____ **Factor I *(NEW Required) Element A-Assigned Responsibilities {Research Assignment}** of all case writeups must identify the specific NP(s) under which the research is conducted. Example: "This research is a component of ARS National Program 202--Soil Resource Management," or in the case of more than one NP, "This research is conducted in support of ARS National Programs 106--Aquaculture, and 108--Food Safety." As appropriate, the statement can be expanded briefly to identify the specific NP goal to which the research is directed and the expected outcome.

____ *Research Objectives and Methodology* (specific objectives; distinguish between personal&team research)

____ *Expected Results* (expected impact on science/technology)

____ *Knowledge Required* - Current assignment

____ *Supervisory Responsibilities* (title & grade of ARS employees; nature of supervision given (technical/administrative); **EEO statement from Manual**)

Factor II - Supervision Received (gender-neutral terms)

____ *Assigned Authority*

____ *Technical Guidance Received*

____ *Review of Results*

____ *General Supervision*

Factor III - Guidelines and Originality (gender-neutral terms)

____ *Available Literature*

____ *Originality Required*

BEGIN NEW PAGE - IIIC (Brief paragraph)

____ *Demonstrated Originality* -current research/creativity used to solve problems

Factor IV - Qualifications and Contributions

A. Demonstrated Accomplishments

____ *Factor IV* (Optional) under the "Impact" subhead of the Demonstrated Accomplishment statement format, the scientist is encouraged to relate the significance and impact of his/her accomplishment to the achievement of NP goals and objectives. This would be especially applicable to a scientist's most recent accomplishments. Accomplishment statements are to remain short and focused.

____ **Accomplishments: 3> for GS-11 and below; 5> for GS-12; 8 for GS-13 and above**
Grade: _____

____ Describe what was done, not how it was done

____ If team effort, exact personal contribution to overall accomplishment

____ Impact on science, agriculture, economic importance, technology transfer

____ Chronological order - should not exceed 1/4 page

____ **Asterisk accomplishments since last promotion / entry into ARS**

____ At least 1; no more than 3 exhibits per accomplishment; can combine support

____ letters as 1 accomplishment **ONLY** with cover memo from Area Director; RL's can use leadership letters from cooperators, administrators, NPLs.

____ **Additional Accomplishments**

B. Stature, Recognition and Impact

____ Honors and Awards (Performance/Outside)

____ Special Invitations (* most significant)

____ Membership in Professional Societies

____ Offices & Committee Assignments Held in Professional & Honorary Societies

C. Advisory and Consultant Activities

- _____ Participation in Nat'l Scientific Meetings, etc. (no duplication w/invited papers)
- _____ Professional Advisory & Consulting Activities (* if applicable)
- _____ Special Assignments

D. Other

- _____ Educational Background
- _____ Additional Training
- _____ Research Experience
- _____ Status (Date of last promotion; date entered duty; new hire)
- _____ Other Significant Information

E. Publications (BEGIN NEW PAGE)

- _____ Chronological Order/Complete pagination/Date accepted if not published
- _____ **Line of demarcation showing publications since last promotion/EOD**
- _____ Cross-check exhibits with publication list/accomplishments
- _____ **Abstracts listed separately from pubs**